



# Houston Police Department

1200 Travis, Houston, Texas 77002

## HPD Public Affairs Division

### Open Records Unit

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The staff of the Houston Police Department / Public Affairs Division / Open Records Unit welcomes you to our section of this web site. In order to assist you with your search on how to submit an Open Records request, we suggest that you find the type of document you are seeking in the list below, click on the heading and follow the instructions on how to obtain that document.

- Local, State and Federal agencies, including law enforcement agency, municipal or district attorney office, please see **Interagency Requests** for information on how to submit your request.
- Information on how to request documents from other City Departments (other than HPD) <http://www.houstontx.gov/pia.html>
- The Texas Attorney General's website; <http://www.oag.state.tx.us/>

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## BELOW IS A LIST OF THE MOST COMMON TYPES OF REQUESTS.

### 911 Tapes and Dispatch Transcripts

- Dispatch transcripts are maintained for two years, 911 audio tapes are maintained for six (6) months. Requests for 911 tapes and dispatch information are handled by the Houston Emergency Center, and can be submitted via:
- Email – [Christina.longoria@cityofhouston.net](mailto:Christina.longoria@cityofhouston.net)
- Fax - 713 884-3943
- US mail - HEC, Custodian of Records, 5320 N. Shepherd, Room 1022, Houston, TX 77091

### Accident Report / Crash Report

This is the Texas Peace Officers' Accident Report form (CRB3) filled out by a Houston Police Officer and filed with the Department of Public Safety. Accident reports require 5 to 8 days processing time before they are available to the public. Accident reports are handled by the Records Division, 713 308-8585.

You must provide at least two of the following in order to obtain an accident report:

Date of accident

Location of accident

Name(s) of driver(s) / party(s) involved

Please provide the incident number if available.

There are 3 options on how to obtain the accident report:

1. Send a check / money order for \$6.00 (made payable to the City of Houston) plus a self addressed stamped envelope with your request to HPD, Records Division, 1200 Travis, Houston, TX 77002 or
2. You can go in person to 1200 Travis, 1st floor, pay \$6.00 and get a copy of the accident report or
3. Accidents that occurred on or after January 1, 2008 can be purchased on-line for \$7.50 at: <https://www.vectrareports.com/Index.aspx>  
**Reminder - accident / crash reports are not available until 5 - 8 days after the accident occurred**

## **Arrest Record / Jail Booking Blotter**

This is the computer record of the blotter, the form an arresting officer fills out when a prisoner is booked into one of our holding facilities. To order a copy of the jail arrest record, you must provide:

The month, day and year of the arrest

The full name(s), DOB, TDL and/or SSN of the individual

If you have the offense report number and/or type of offense, please provide them with your request.

To obtain this report, please submit an Open Records request

## **Auto Storage Auction**

To obtain the location of the vehicles to be auctioned and / or information regarding the vehicles, you must call the Houston Police Auto Auction line at 713 247-5812.

## **Beat Report - see UCR (Uniform Crime Report)**

See UCR (Uniform Crime Report)

## **Booking Photo / Mug Shot - see Mug Shot**

See Mug Shot

## **Calls for Service / Location Inquiry**

Calls for Service / Location Inquiry

Calls for service records are maintained for two years only. You must provide the:

specific address such as 123 Smith or 1200 Smith or 1200 Smith through 1400 Smith

specific time frame such as January 15, 2008 or January 1, 2008 through March 31, 2008

Calls for service for one (1) address may be obtained in person at the Records Division, 1st floor, 1200 Travis, Houston, TX. For multiple addresses, please submit an Open Records request.

## **Citations / Tickets / Moving Violations**

Information regarding citations / traffic violations are maintained by the City of Houston, Municipal Courts, Erlinda Gamez, 713 247-5479 and can be submitted via :

Email - [court.record-request@cityofhouston.net](mailto:court.record-request@cityofhouston.net)

Fax - 713 247-4775

US mail - Municipal Courts Administration, Director's Office, 2nd Floor N203, 1400 Lubbock, Houston, TX 77002

In person at 1400 Lubbock, 2nd floor.

## **Clearance / Immigration Letters**

Clearance letters are handled by the Identification Division, Petra Garcia, 713 308-3003 or Eymi Salas, 713 308-3045. You must fill out the application, provide proof of identification with a government issued ID and pay \$9.00. You can request the application be mailed to you via by contacting the Identification Division via:

Email - [petra.garcia@cityofhouston.net](mailto:petra.garcia@cityofhouston.net) or [eymi.salas@cityofhouston.net](mailto:eymi.salas@cityofhouston.net)

Fax - 713 308-3041

In person - 1200 Travis, 10th floor

US mail - HPD, Identification Division, 1200 Travis, Houston, TX 77002

## **Crash / Accident Report - see Accident / Crash Report**

See Accident / Crash Report

## **Crime Statistics**

Crime statistics can be obtained by beat, month and year via the following link:

[http://www.houstontx.gov/police/cs/beatpages/beat\\_stats.htm](http://www.houstontx.gov/police/cs/beatpages/beat_stats.htm) Crime statistics include the block number, street name and type of crime. Crime stats are available from January, 1984 through the last full month. If you need citywide crime statistics, please submit an Open Records request and provide the time period / date range.

## **Court / Case Disposition**

Court disposition records are maintained by the Harris County District Clerk, 713 755-7812.

You may contact them via:

Web - [http://legacy.hcdistrictclerk.com/Open\\_Record/Open\\_Record.asp](http://legacy.hcdistrictclerk.com/Open_Record/Open_Record.asp)

US mail - Harris County District Clerk, PO Box 465, Houston, Tx 77210

## **Criminal History Information**

Criminal History information includes arrests handled by the Houston Police Department only. If you were arrested by another agency (Harris County Sheriff's Department, Pasadena PD, etc.) you must contact that agency regarding your arrest. Criminal history requests are handled by the Identification Division (ID), 713 308-3000, and can be made via:

In person - HPD Administration Building, 1200 Travis, 10th floor

US mail - HPD, Identification Division, Houston, TX 77002

Personal criminal history - present yourself at the HPD Administration Building, 1200

Travis, 10th floor with a copy of your government issued identification, get fingerprinted, and wait while they process your request. Or, you can mail a copy of your identification and a set of your fingerprints prepared by a law enforcement agency and the information will be mailed to you within 15 business days.

Someone else's criminal history - The release of criminal history information generated within Texas to anyone other than the subject of the information is prohibited by common law privacy, (See Houston Chronicle Publishing Company v. City of Houston, 531 S. W. 2d at 188 (Tex. Civ. App.-Houston [14th Dist.] 1975) **unless** you provide a release signed by the person whose criminal history you are requesting and a set of their fingerprints prepared by a law enforcement agency. The Identification Division will release a copy of the persons criminal history on the **same day** if you come in person. If you mail your request the documents will be mailed to you within 15 business days.

Criminal history information involving arrests made by any law enforcement agency within Harris County can also be obtained via the Harris County District Clerk's Office by calling **713 755-7812**, provide the case and/or SPN number or the individual's name, DOB, TDL, SSN, etc. The cost is \$5.00 and can be paid over the phone with a credit card. The criminal history information will then be mailed (pay for postage), faxed (pay \$1.00 per faxed page) or you can retrieve it in person.

## **Expungement**

Expungements are handled by the Identification Division, Vicky Allen, 713 308-3001 and can be submitted via:

US mail - HPD, Identification Division, 1200 Travis, Houston, TX 77002

In person - 1200 Travis, 10th floor

## **How to Submit an Open Records Request:**

Do not send payment with your request. You will be charged according to the following schedule:  
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=1&pt=3&ch=70&rl=3](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=3&ch=70&rl=3)">

Charges for Providing Copies of Public Information

Responsive documents are not emailed or faxed. You must provide a mailing address on all requests.

Submit your request only once via email, fax, U.S. mail or in person.

Do not include attachments. Type the information you are requesting in the body of the email.

Please allow at least ten (10) business days for a response.

Requests submitted by an individual presently incarcerated in a city, state or federal institution will not be processed.

Open Records requests for the Houston Police Department (HPD) must be submitted in writing via:

Email - [hpdpopenrecs@cityofhouston.net](mailto:hpdpopenrecs@cityofhouston.net)

Fax - 713 308-3260

U. S. mail - HPD, Public Affairs Division, 1200 Travis, Houston, TX 77002

In person - HPD Administration Bldg, 1200 Travis, 21st floor. All requests are processed the same regardless of the means of submission.

If you are requesting a report / document on behalf of a local / state / federal agency, including a law enforcement agency or a municipal or district attorney's office, please see Interagency Requests for information on how to submit your request.

Information on how to request documents from other City Departments (other than HPD)

<http://www.houstontx.gov/pia.html>

The Texas Attorney Generals website; <http://www.oag.state.tx.us/>

## **Immigration / Clearance Letters - see Clearance / Immigration Letters**

See Clearance / Immigration Letters

## **Incident Report - see Report - Police / Incident / Offense**

See Report - Police / Incident / Offense

## **Interagency Requests - Local / State / Federal Agency / Law Enforcement Agency / District Attorney Offices**

Interagency requests for **offense reports** are handled by Leslie Piper-Horton, Records Division, 713 308-8504 and can be submitted via:

Email - [l.piper-horton@cityofhouston.net](mailto:l.piper-horton@cityofhouston.net)

Fax - 713 308-8515

US mail - HPD, Records Division, 1200 Travis, Houston, TX 77002

In person - 1200 Travis, 1st floor

Interagency requests for **background checks** on potential applicants must be submitted on your agency letterhead to the Houston Police Identification Division via:

Fax - 713 308-3081

In person - 1200 Travis, 10th floor

US mail - HPD, Identification Division, 1200 Travis, Houston, TX 77002

Interagency requests for **all other information** must be submitted on your agency letterhead to the Office of the Chief of Police via:

Fax - 713 308-1601

US mail - HPD, Office of the Chief of Police, 1200 Travis, Houston, TX 77002

In person - HPD Administration Building, 1200 Travis, 16th floor

## **Jail**

If you are trying to locate someone in jail or want to verify whether someone is in jail, please contact the following jails:

Houston Police Department:

Central 713 247-5400

Southeast 713 755-5300  
Harris County 713 755-5000

Following is the web page to check if an individual is in the Harris County Jail:  
<http://apps.jims.hctx.net/sopublic/>

Following is the web page listing the names of inmates that have been booked and/or released into the Harris County Jail within the last 24 hours:  
<http://www.jims.hctx.net/jimshome/jimsreports/jims503.htm>

## **Jail Booking Blotter - see Arrest Record**

See Arrest Record

## **Location Inquiry - see Calls for Service**

See Calls for Service

## **Mug Shot / Booking Photo**

Requests for mug shots must include the:  
date of the arrest (or month/year)  
name of the arrestee

Requests for mug shots can also be made to the Harris County Sheriff's Office via fax at 713 755-6228 or submit an Open Records request.

## **Offense Report - see Report - Police / Incident / Offense**

See Report - Police / Incident / Offense

## **Personnel File**

All requests regarding a City of Houston employee's personnel / civil service file or documents within the file are handled by the City of Houston, Human Resources Department, Roland Bienvenu, 713 837-9312.

Your request must be submitted in writing via:

Email - [roland.bienvenu@cityofhouston.net](mailto:roland.bienvenu@cityofhouston.net)

Fax - 713 837-9488

US mail - Human Resources Department, Roland Bienvenu, 611 Walker, 4th floor, Houston, TX 77002

In person - 611 Walker, 4th floor

## **Red Light Camera Videos**

Red light videos are only maintained for 30 days and videos are only captured at the intersections with red light cameras when a violation triggers the activation of the camera. There are only 70 red light cameras in the city and they are located at 50 intersections.

Please check the map, <http://www.houstontx.gov/police/trafficsafety.htm>, and verify there is a red light camera at the intersection you are inquiring before you submit your request. If there is a red light, you may submit an Open Records request.

## **Report - Police / Incident / Offense**

Please be aware a **criminal offense report and associated items such as videos, photos**, etc are **not** considered public information and **will not be released unless the case was closed by conviction** (someone was arrested, convicted and received jail/prison time and/or deferred adjudication and/or a fine). The only portion that will be released in most cases is the public information page and suspect information **if** a suspect(s) was arrested and charged.

The public information contains a brief summary of the crime, the complainant's name, address, date, time and location of the incident and can be obtained via:

In person - Records Division, 1st floor, 1200 Travis  
US mail - Records Division, 1200 Travis, Houston, TX 77002

Provide as much information as possible so the report can be located, such as the:

name(s), DOB, TDL and/or SSN of the parties involved  
date/location of the incident  
type of incident  
include the incident number if available

If you just want the public information page, you can go to the HPD Administration Bldg, 1200 Travis, 1st floor, Monday through Friday, 7am - 6pm, and request a copy of the public information page or you can submit an Open Records request. If the case was not closed by conviction and you submit an Open Records request for the whole report, your request will be forwarded to the Texas Attorney General's Office for a ruling which can take up to 60 business days.

For a copy of the public information page or closed offense report, you must submit an Open Records request.

## **Right of Recovery Letters (Insurance Companies)**

Right of Recovery letters should be mailed to the investigative division.

If the claim is regarding personal or business property, the letter needs to be mailed to HPD, Burglary & Theft Division, 1200 Travis, Houston, TX 77002

If the claim is regarding a vehicle, the letter needs to be mailed to HPD, Auto Theft Division, 1200 Travis, Houston, TX 77002

If you have further questions, you may contact the investigative division. Following is the link with contact numbers for all divisions with the Houston Police Department:

<http://www.houstontx.gov/police/phone.htm>

## **Subpoena**

Subpoenas are handled by the Records Division, Rose Smith, 713 308-8502 and can be submitted via:

US mail - HPD, Records Division, 1200 Travis, Houston, TX 77002

In person - HPD Administration Building, 1200 Travis, 23rd floor

## **Tickets / Citations / Moving Violations - see Citations / Tickets / Moving Violations**

See Citations / Tickets / Moving Violations

## **Uniform Crime Report (UCR) / Beat report**

This is a two page report on statistics generated by beat area for a specific month and/or year.

Please specify the beat number and the month(s) and/or year (s) when you request a UCR / beat report. For UCR stats, please submit an Open Records requests.

## **Warrants**

To verify an outstanding warrant, contact the following:

City / Municipal warrants - Municipal Courts      713 837-0311 or 3-1-1

County warrants - Harris County Warrants Division      713 755-6055